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Approved For Release 2002/10/10 : CIA-RDP82-00857R000900020010-4

Position Number - 0473

Personnel Clerk CS-C6

25X1A8A ☐ Departmental, Support Staff
Personnel Section

I. Summary

Is responsible for secretarial and semi-professional personnel activities on all matters pertaining to personnel support of the Branch. This includes, but is not limited to , the processing of new and on-board employees, assisting in preparation of material for the Personnel Management Committee, follow-up on PMC matters, assisting in preparation of reports for ☐ DDP management and the answering of routine inquiries concerning personnel matters.

II. Duties and Responsibilities

1. Types cables, memoranda, dispatches and other material necessary for personnel support to the Branch.
2. Assists in the processing of new and on board employees checking in and out of the Division. This includes, but is not limited to, the preparation of EOD packets and briefing material, insuring completion of all necessary forms, and scheduling employees for interviews with Chief or Deputy Chief, ☐
3. Maintains official contract files and Division soft files on all Branch personnel.
4. Assists in preparation of material for consideration by the Division PMC. This includes the preliminary updating of biographic profiles, checking Division personnel files for accuracy, order and completeness, and assuring that material to be presented to the PMC is in proper order.

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5. Assists in the follow-up on PMC action requests. This includes assuring that all appropriate material to effect the PMC action is assembled for forwarding and assisting in such follow-up as may be needed until action is completed.
6. Assists in preparation of staff and contract reports. This includes monitoring the location and status of all personnel, both staff and contract, for which ☐ has career cognizance.
7. Maintains current Time-In-Grade lists for the Unit.
8. Answers routine inquiries regarding personnel matters. This includes answering questions posed by both new and on-board employees regarding leave, transfer actions, insurance, medical appointments, PSI due dates, and other miscellaneous questions pertaining to personnel matters.
9. Maintains current Fitness Report roster on all Branch employees.
10. Maintains current TDY standby medical roster on all eligible employees.
11. Assists Unit Chief in the follow-up on receipt of Field Reassignment Questionnaires.
12. Prepares requests for personnel actions on staff employees; prepares transfer actions on contract employees.
13. Maintains official locator cards on all Branch staff and contract employees. Also, maintains pseudonym cross index cards.
14. Responsible for the processing of PSI forms.

III. Supervision

Receives direct supervision and guidance from one personnel officer and to a lesser extent receives supervision and guidance from Chief and Deputy Chief ☐ 25X1A8A
Personnel.

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IV Job Requirements

Must be a qualified clerk typist with short hand desired but not required. Must understand Agency correspondence procedures, including cables, telepouches, dispatches, transmittal manifests and memoranda, as well as the multitude of general purpose and special purpose forms and procedures required in a line personnel office. Must understand personnel and related regulations and policies to be able to act on routine matters and assist the personnel officer in the support of assigned organizational elements.

V Scope and Difficulty

25X1A8A Instructions and guidance are received from a supervisor Personnel Officer and to a lesser extent from the Chief and DC/Personnel. Other source materials are regulations instructions, Section procedures manual and mechanisms or procedures devised by the incumbent to insure timely, accurate follow-up and/or initial action as required and to relieve the Personnel Officer of a multitude of details or routine activity. Must be cognizant of the true names, pseudonyms, location and status of all employees in assigned organizational element.

VI Responsibility

Immediate supervisor and the Chief and DC/Personnel are available for assistance as required and review the results of the incumbents efforts prior to releasing from the Section. The incumbent is permitted to participate in problem solving on routine matters and to establish personal procedures

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for attainment of Unit/Section goals on a timely accurate basis. Must be able to act for the Unit Chief temporarily on matters of a routine or predetermined nature, but must know when to seek guidance on more complex or policy determining subjects.

VII Personal Relationships

Conduct liaison with payroll, OMS, Security, and other agency components on a continuing basis on routine matters in connection with the Staff support rendered to the assigned Division component or as directed by supervisory personnel. This includes contact with prospective candidates for employment. Must establish rapport with all employees in assigned components in order to provide them with assistance in routine personnel matters.

VIII Other

In the absence of Personnel Assistants, must be able to not only provide clerical support, but be knowledgeable of personnel practices and procedures as well as the related subjects of travel, training, payroll, insurance etc. in order to provide routine assistance or appropriate referral on these matters.